



FEDERAL EXECUTIVE BOARD OF OKLAHOMA

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Federal Leaders in Oklahoma City:

The tasking taken by the Oklahoma Federal Executive Board during the June 24th 'Table Top Discussions' was to interact with the Fire Department to discuss possible language that federal agencies in Oklahoma could include in emergency preparedness plans to ensure local First Responders can provide the most timely service possible to persons located within federal facilities.

Upon meeting with Chiefs of the OKC Fire Department, there are too many variables across the federal sector to draft a useful proposal. The various missions, customers served, types of materials stored on site, etc. make it unlikely to provide a 'generic' solution. However, the OKC Fire Department has agreed to enter into a partnership with the Federal Executive Board and undertake a special effort to visit all the federal agencies (whether located in a federal facility or leased commercial space).

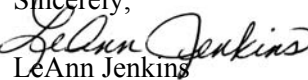
All federal agencies within the Oklahoma City metropolitan area will be contacted by the Oklahoma City Fire Department regarding your 'site visit'. The site visit is intended to provide:

1. You the opportunity to interact with the most likely First Responders to appear in the event of an emergency and obtain valuable information to include in your emergency preparedness plan.
2. Your local Fire Station a familiarity with you, your staff, and unique needs created by your physical location, mission requirements, etc.
3. You the opportunity to benefit from the synergy created by this interagency/ intergovernmental collaborative effort with a reportable action item to your headquarters upon completion of your site visit.

What you can do to prepare for your visit:

1. There are 5 forms that you can complete in advance of your visit. If you are not sure of information, disregard and the Fire Department officials can assist you. The forms are provided on the FEB website for your convenience to download and print:
http://www.oklahoma.feb.gov/Docsandpdfs/OKC_Fire_Dept_Forms.pdf
2. Include your Emergency coordinator in the site visit.
3. If you do not hear from your local Fire Department District within a reasonable amount of time, please call your local fire station. The Fire Department Administration has committed to supporting this effort, city-wide, and all visits will be conducted by the staff in your specific district.

If you have questions about this effort or would like the forms faxed to you, please call the FEB Office at (405) 231-4167.

Sincerely,

LeAnn Jenkins
Executive Director